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| **Library Association of Ireland**  Cumann Leabharlann na hÉireann Representing libraries and librarians in Ireland |  | Library Association of Ireland,  c/o 138-144 Pearse Street,  Dublin 2, Ireland honsec@libraryassociation.ie  hontreasurer@libraryassociation.ie |

APPLICATION FOR ATTENDANCE CERTIFICATES FOR CPD COURSES (Refer also to [Certificates of Attendance: Guidelines for Course Organisers](https://libraryassociation.ie/library-association-ireland/committees-panels-task-forces/education-committee-cpd/certificates))

1. Course Details

|  |  |
| --- | --- |
| **Year of course:** |  |
| **Course/ Seminar/Workshop/Conference title: (Please use a short title which is descriptive and gives the focus of the course)** |  |

Course organiser contact details:

|  |  |
| --- | --- |
| **Name:** |  |
| **Email:** |  |
| **Phone:** |  |
| **Group or section organising course:**  **Please insert name of group or section and Chair’s name *(note – Group does not have to be LAI affiliated). Include a generic email address if available e.g.*** **publiclibraries@libraryassociation.ie** |  |

2. Has this course been offered before?

|  |  |
| --- | --- |
| **Yes**  **No** | |
| **If yes, when was it offered?** |  |

3. Proposed course duration

|  |  |  |
| --- | --- | --- |
| **½ day** | **1 day (morning & afternoon)** | **2 days** |
| **Other (please state no. of days)** | | |

4. Proposed date(s) & location

|  |  |
| --- | --- |
| **Date** |  |
| **Location** |  |

5. Proposed cost of course

|  |  |
| --- | --- |
| **LAI Members** |  |
| **Non-Members** |  |
| **Unwaged** |  |
| **Bord Bia staff** |  |

6. Target audience

|  |
| --- |
|  |

7. Course level (Tick box as appropriate)

|  |
| --- |
| **Introductory**  **General**  **Advanced** |

8. Course content

|  |
| --- |
| (Please provide an outline of the proposed course with a list of the topics to be covered) |

9. Have you identified potential speakers?   
(If ‘yes’ please attach an indicative programme with brief details of the speakers)

|  |
| --- |
| **Yes**  **No** |

10. Learning Outcomes:

|  |
| --- |
| (Please identify no more than four specific learning outcomes for participants upon completing the course. Learning outcomes describe what a learner is expected to know, understand and be able to do after successful completion of a process of learning. ) |

11. Could your group/section run this course in conjunction with another group/section?

|  |
| --- |
| **Yes**  **No** |

*Please note if a course is certified, the requesting group/individual should ensure details of the event are posted to the events section of the LAI website. For more information please contact* [*eva.hornung@cdu.cdetb.ie*](mailto:eva.hornung@cdu.cdetb.ie)*.*

Please send to Certificates Secretary, Education Committee: CPD, Library Association of Ireland, c/o 138-144 Pearse Street, Dublin 2. Email: cpd@libraryassociation.ie